The College for Women

Hand Book for Freshmen

1925-1926

The College for Women

Western Reserve University

Cleveland, Ohio

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Hand Book for Freshmen

1925-1926

Foreword

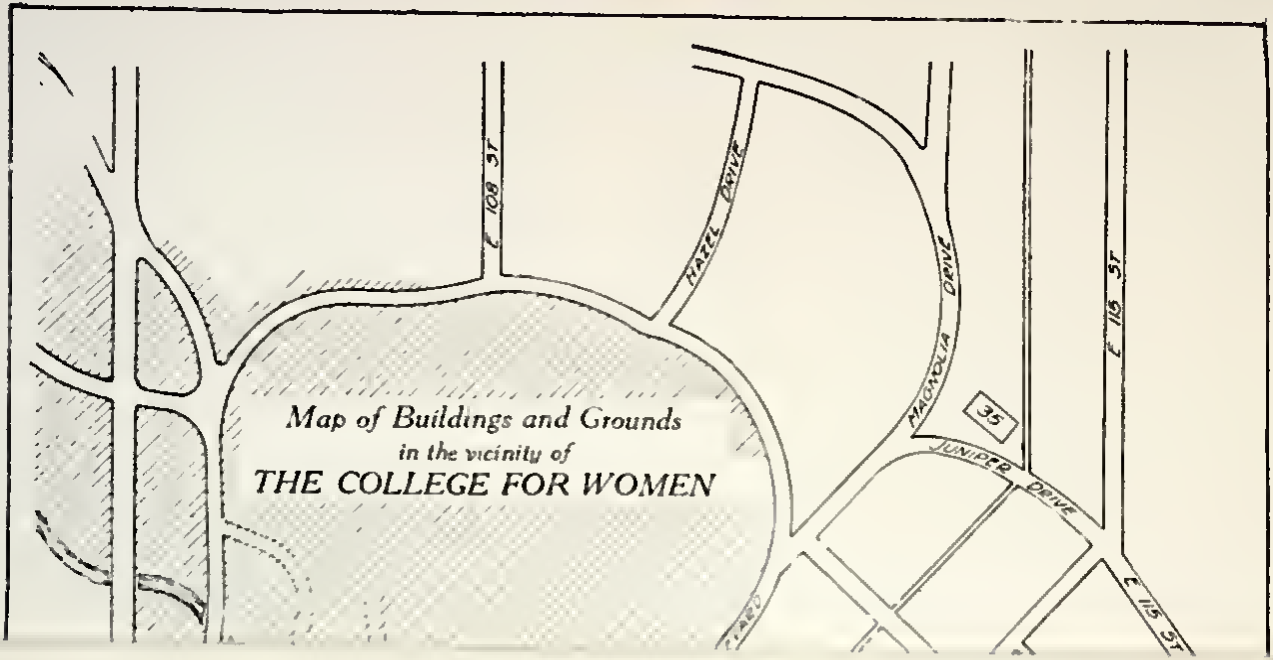
READ the Freshman Hand Book. It contains much information about the College for Women which you would like to know, but which you are not likely to know if left to discover it from haphazard observation. Why wait any longer before becoming as well acquainted with the College for Women as possible?

College life is a complex one. Probably no one can be acquainted with all of it. But if each student, as early as possible, makes a systematic effort to learn as much as possible, she will be better able to make a wise selection of interests and to adjust her activities more profitably.

This Hand Book cannot supply all of the desired information but it attempts to help and should be carefully read.

KEY TO BUILDINGS AND GROUNDS

1. Cleveland Trust Company
2. Postal Station E.
3. Fairmount Junior High School
4. Elysium
5. Western Reserve Historical Museum
6. Case Gymnasium
7. Cleveland Museum of Art
8. School of Education
9. Elementary School of Observation
10. Case Main Building
11. Case Physical Laboratory
12. Case Chemical Laboratory
[illegible] Case Electrical Laboratory
[illegible] Mechanical Laboratory
[illegible] Power Laboratory
[illegible] ining Laboratory
[illegible] ibrary
[illegible] Stone Chapel
[illegible] t College
[illegible] al Laboratory
[illegible] Hall
[illegible] ogical Laboratory
[illegible] orley Chemical Laboratory
[illegible] Adelbert Hall
25. Men's Gymnasium
26. Guilford House
27. College for Women Gymnasium
28. Flora Mather House
29. Haydn Hall
30. Church of the Covenant
31. Clark Hall
32. Florence Harkness Chapel
33. Mather Memorial Hall
35. Cleveland School of Art


Map of Buildings and Grounds
in the vicinity of
THE COLLEGE FOR WOMEN
E 108 ST
HAZEL DRIVE
MAGNOLIA DRIVE
E 115 ST
35
JUNIPER DRIVE
E 115 ST

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Greetings from the President

To the Members of the Class of 1929,
College for Women,
Western Reserve University.

This hand book of information about the College and the University of which it is a part will be given you upon your arrival on the campus. I am sure you will "read, mark, learn, and inwardly digest" the information it contains, for you are naturally anxious to find your way about and to know how to do the thousand and one new things which entrance into college demands of you. It may be that you will persist in your reading until you come to this page. If you do, you will receive by this means another assurance of your welcome here and the real interest with which we too are looking forward through the four years ahead of you. We are to be companions, and fellow pilgrims on the way, an experience new to you and though we are repeating it, there is always to us the interest of guiding a new set of travelers, and this makes it a new experience for us as well. Because of you we take new hope each year. My greetings and best wishes are extended to each of you.

ROBERT ERNEST VINSON.

Message from the Dean

A splendid opportunity is offered you in the college course upon which you are entering. Perhaps your opportunity has come at the expense of much convenience and comfort on the part of your parents. Whether that be so or not, I am sure you will want to get the best returns from it so that you will be a credit to your parents and be able to fill the place of your best possibilities.

One or two very simple ideas will be a great help to you if you will grasp them and use them. Work! Some brilliant students will tell you how little they work at their studies and yet how successful they are, when the real truth would reveal quite other conditions or results. Work steadily, not spasmodically. Remember that you are acquiring knowledge and power not for a day, but for a lifetime.

Play! But when you play be sure that your pleasures are such as will leave no regrets; "a sober certainty of making bliss"; play properly balanced with work. This is not an easy balance to attain, but it is a goal worth striving toward.

There are other rules that would be of value but these will make a good working basis.

At any time available, I shall be very glad to consider with you any of the questions or problems you wish to bring, and I shall always hope for your full measure of success.

Cordially yours,

HELEN M. SMITH.

COLLEGE OFFICERS

President
Robert E. Vinson, D.D., LL.D.

President Emeritus
Charles F. Thwing, D.D., LL.D.

Dean
Helen M. Smith, B.L.

Registrar
L. Bernice Garritt, A.B.

Treasurer
Sidney S. Wilson, A.B.

Acting Librarian
Elizabeth M. Richards, B.S.

Heads of Dormitories

Guilford House
Francelia P. Rooklidge (Mrs. E. H.)

Flora Mather House
Mary A. Wilkison

Haydn Hall
Mary C. Brewster (Mrs. W. D.)

Historical Statement

THE same day on which Trustees of Adelbert College decided no longer to admit women to that institution, the University Board voted to establish a separate college for women.

The Ford house at the corner of Euclid Avenue and Adelbert "Street" was leased and in September 1888 the doors of the College were opened.

In the first year there were fourteen students, two regulars and twelve specials. The first few years were dark and uncertain but success finally triumphed. This was due largely to Dr. Hiram C. Haydn, the President of the University, who possessed the confidence of able and patriotic citizens of Cleveland. According to President Haydn, the first great gift to the institution was the agreement of the Faculty of Adelbert College for three years to give their services to the new college.

At the end of the first three years the college acquired a separate faculty and since then has continued with its own corps of instructors. In several departments of Adelbert College and the College for Women, by the exchange of work and other arrangements, instruction is given in each college by members of the faculty of the other. Graduates of the College for Women receive their degrees from the University, the system thus being not one of co-education nor of complete separation in education but of coordination.

In the first year of the college, Mrs. James F. Clark gave $100,000.00 for endowment and for the erection of the first college building. Clark Hall, which contains the library and recitation rooms, and Guilford House, a hall of residence, were dedicated in October 1892 on the new campus on Bellflower Road. Guilford

House was the gift of Mrs. Samuel Mather. It was greatly enlarged in 1894. In 1902 Mrs. Mather built Haydn Hall, which was named in honor of the former President of the University. The same year the Florence Harkness Memorial Chapel was dedicated. In 1904 was erected the Mary Chisholm Painter memorial gateway. The gymnasium was completed in 1907. A building in memory of Mrs. Samuel Mather, for recitation, lecture, and administrative purposes, was given to the College by her family in 1913. Flora Mather House, also in memory of Mrs. Mather, was erected by graduates and friends in 1915.

In the summer of 1890, Dr. Charles F. Thwing was called to the Presidency of Western Reserve University. Dr. Thwing remained its able leader until his resignation in 1921. Thus, coming as he did only two years after the beginning of the College for Women and remaining the University's devoted leader for thirty-one years, it can be readily seen that much of the steady and successful growth of the College is due to President Emeritus Thwing.

Now, at the beginning of the new era under President Robert E. Vinson even greater days are expected from the College for Women of Western Reserve University.

THE BUILDINGS AND THEIR USES

Mather Hall—Built by Mr. Samuel Mather and family in memory of Mrs. Mather. Administration and Recitation Building. Contains the Dean's Office, the Registrar's Office, the Alumnae Office, and the Faculty Room as well as class rooms and offices for the faculty.

Clark Hall—Built by and named for Mrs. James F. Clark. Contains the Main Library on the second floor and the English Reading Room on the first floor; also class rooms and faculty offices.

Florence Harkness Memorial Chapel — Built by Mrs. Anna M. Harkness and Mr. Louis H. Severance in memory of Mrs. Florence Harkness Severance. Contains the auditorium in which chapel services are held, and the Bible recitation room with the Biblical Library.

Haydn Hall—Built by Mrs. Samuel Mather and named in honor of Dr. Hiram C. Haydn. Used by all the Student Activities and as a headquarters for the Day Students. In the basement is the Cafeteria, where lunch is served every day except Saturday; on the first floor is the Lounge and Study-Hall. The third floor is used as a dormitory.

Gymnasium—All indoor physical training and sports are held in this building. Contains the departmental offices, and in the basement there are locker rooms and showers.

Guilford House—A dormitory built by Mrs. Samuel Mather and named for Miss Linda T. Guilford.

Flora Mather House—A dormitory, built by Alumnae and friends in memory of Mrs. Samuel Mather.

The Household Administration Building is at 2041 Adelbert Road.

ON ADELBERT COLLEGE CAMPUS

As you go from Euclid Avenue up the main Adelbert College campus walk, you will find:

Hatch Library—Adelbert College Library—first building on left.

Amasa Stone Memorial Chapel—Adelbert College Chapel—first building on right.

Main Building—Adelbert College Administration and Recitation Building—second building on left.

Physics Building—third building on left.

Eldred Hall—second building on right.

Biology Building—fourth building on left.

Morley Chemistry Laboratory — third building on right.

Adelbert Hall—fifth building on left.

The Men's Gymnasium—at the end of the walk.

LOCATION OF OTHER DEPARTMENTS OF THE UNIVERSITY

Adelbert College—Corner Euclid Avenue and Adelbert Road.

School of Medicine—Entrance, 2109 Adelbert Road.

Law School—2145 Adelbert Road.

School of Dentistry—Corner Adelbert Road and Cummington Road.

School of Library Science—2100 Adelbert Road.

School of Pharmacy—2045 Adelbert Road.

School of Applied Social Sciences—2117 Adelbert Road.

School of Nursing—2057 Adelbert Road.

Graduate School — Office of Dean is in Hatch Library.

LIBRARIES

College for Women Library—Clark Hall. 8:00 A. M. to 5:00 P. M. daily except Sundays.

Hatch Library—Corner Adelbert Road and Euclid Avenue. 8:00 A. M. to 5:45 P. M. daily except Sundays; 7:15 P. M. to 10:00 P. M. daily except Saturdays and Sundays.

Cleveland Public Library and all its Branches — Main Library located at Superior Avenue and East 3rd Street. 9:00 A. M. to 9:30 P. M. daily except Sundays; 2:00 P. M. to 9:30 P. M. Sundays. Branches—9:00 A. M. to 9:00 P. M. daily except Sundays.

Western Reserve Historical Society Library—Corner Euclid Avenue and East 107th Street. 9:00 A. M. to 5:00 P. M. daily except Sundays.

Case Library—5005 Euclid Avenue (third floor)—8:30 A. M. to 8:30 P. M. daily except Sundays; 2:00 P. M. to 8:30 P. M. Sundays.

SOME CHURCHES EASILY ACCESSIBLE FROM THE COLLEGE

Baptist Church of the Master—Euclid Avenue and East 97th Street.
Cleveland Heights Baptist — Coventry Road.
Euclid Avenue Baptist — Euclid Avenue and East 18th Street.
St. Agnes—Catholic—Euclid Avenue near East 81st Street.
Second Church of Christ Scientist—Euclid Avenue and East 77th Street.
Fourth Church of Christ Scientist—East 105th Street and Fairmount Avenue.
Euclid Avenue Christian—Euclid Avenue and East 100th Street.
Euclid Avenue Congregational — Euclid Avenue and East 96th Street.
Hough Avenue Congregational — Hough Avenue and East 82nd Street.
Emmanuel — Episcopal — Euclid Avenue and East 87th Street.
St. Paul's — Episcopal — Euclid Avenue and East 40th Street.
Trinity Cathedral — Episcopal — Euclid Avenue and East 22nd Street.
The Temple—East 105th Street and Ansel Road.
The Euclid Avenue Temple—Euclid Avenue and East 82nd Street.
Epworth-Euclid Methodist — East 55th Street and Prospect Avenue.
First Methodist—Euclid Avenue and East 30th Street.
Windermere Methodist — Euclid Avenue and Holyoke Avenue, East Cleveland.
Calvary Presbyterian—Euclid Avenue and East 79th Street.
Church of the Covenant—Presbyterian—Euclid Avenue opposite Cornell Road.
Cleveland Heights Presbyterian—Mayfield Road and Superior Road.
East Cleveland Presbyterian—Euclid Avenue and Nela Avenue.
First Unitarian—Euclid Avenue and East 82nd Street.
First United Presbyterian—Carnegie Avenue and East 71st Street.

THE STUDENTS' ASSOCIATION

The Students' Association of this college is founded on the idea that you are responsible young women, capable of governing yourselves wisely. Some of this power of government is delegated to elected representatives — the Student Council. The work of the Council does not consist entirely in caring for the comfort and convenience of the students and administering their laws. It also promotes the social life of the college.

The Association is of peculiar importance to every one. Like any democratic government it can be made progressively better by your constant and intelligent support.

CONSTITUTION OF THE STUDENTS' ASSOCIATION

Art. I. Name:

The name of the organization shall be the Students' Association of the College for Women of Western Reserve University.

Art. II. Purpose:

The purpose of this Association shall be to transact business pertaining to the whole body of students and to further the interests of the students and college so far as it lies within its power.

Art. III. Membership:

Every student required to pay the budget shall be a member of this Association.

Art. IV. Officers:

Sec. 1. The officers of this Association shall be a president, a vice-president, a secretary and a treasurer.

Sec. 2. The president and vice-president shall be chosen from the incoming Senior Class and the secretary and treasurer from the incoming Junior Class.

Sec. 3. If any vacancy occurs in the list of the officers, it shall be filled at the next regular meeting of the Association or at a special meeting called for that purpose.

Art. V. Council Members:

The Student Council shall consist of the officers of the Students' Association, the president of the Self-Government Association of the Dormitories, the president and another member from each of the three upper classes and the president of the Freshman Class. The Senior, Junior, and Sophomore members shall be chosen by popular election of the classes.

Art. VI. Annual Meetings:

Sec. 1. The Annual Meeting for the election of officers shall be held before the tenth of May, of each year; the new officers are to take office at the end of the college year.

Sec. 2. At the beginning of each college year a meeting of the Students' Association shall be called, at which the president shall explain to the incoming class and new students the Honor System of the College.

Sec. 3. Just before the term examinations of each college year, the president shall again explain the said system to the entire student body.

Art. VII. Honor System:

It shall be the duty of the Students' Association to maintain the standard of the Honor System according to its own rules and regulations.

Art. VIII. Point System:

The purpose of the point system shall be to provide that offices are somewhat equally distributed over the entire student body.

Art. IX. Intercollegiate Association:

Sec. 1. The Students' Association of the College for Women of Western Reserve

University shall be a member of the Intercollegiate Association for Student Government.

Sec. 2. The dues for this Association shall be paid from the general treasury.

Sec. 3. The Students' Association shall send two representatives to the annual meeting of the Intercollegiate Association, if possible, the president and a dormitory representative. If the president is a dormitory girl, the other representative shall be the secretary of the Association.

Art. X. Budget:

Every undergraduate student shall be required to pay the regular budget. The amount of this budget shall be designated by the council with the approval of the faculty.

Art. XI. Amendments:

Sec. 1. Notice of all amendments must be given at least one week before action is taken.

Sec. 2. Amendments shall require, for their adoption, a two-thirds vote of the electors present.

Sec. 3. The secretary shall notify the faculty immediately of all amendments to the constitution.

Art. XII.

Roberts' Rules of Order shall be adopted.

BY-LAWS OF THE STUDENTS' ASSOCIATION

Art. I. Meetings:

Sec. 1. A meeting of the Association may be called at any time by the president or at the request of five members, but notice of such meetings shall be posted at least three days before, unless a case of extreme necessity shall require an immediate meeting.

Sec. 2. A meeting of the council may

be called at any time by the president or at the request of three members.

Art. II. Nomination of Officers:

Sec. 1. A nominating committee shall be appointed in the spring for the following year. The duty of this committee shall be to observe the entire student body, choosing for each office at least two candidates who, in their opinion, are particularly adapted to the office. The nominating committee shall have the list complete at least one week before the regular election of officers. At the meeting where the nominations are made public, nominations from the floor are in order. Members for the nominating committee shall be from the incoming Senior, Junior, Sophomore and Freshman classes. The number of the committee shall be five. Each class president shall appoint one member. The officers of the Student Council will elect a fifth member, a Senior, who shall be Chairman.

Art. III. Election of Officers:

Sec. 1. All officers shall be elected before the tenth of May of each year. These officers shall assume their duties at the end of the college year.

Sec. 2. Should a vacancy occur in the list of officers, a new officer shall be elected at the next meeting of the Students' Association.

Sec. 3. All officers shall be chosen by ballot, a majority of all votes being necessary to an election. Voting shall be by the proportional system.

Sec. 4. The number present at a meeting shall constitute a quorum.

Sec. 5. Notices of the election of officers shall be posted one week before the date of elections. At least one conspicuous poster must be placed in each building and on the outside bulletin board. On the poster in Mather Hall shall be the nominations of all candidates decided upon by the nominating commit-

tee and any other business to be transacted at the meeting.

Art. IV. Duties of Officers:

Sec. 1. The president shall preside at all meetings of the Association and of the council and shall be a member ex-officio of all committees. She shall appoint all committees, not otherwise chosen by the council.

She shall see that all committees are instructed in their work and shall hold the committee chairmen responsible for the work of their respective committees.

She shall explain the Honor System to the Students' Association in September of each year and shall see that it is read again before each term examination.

She shall require each upperclassman to sign the Honor System before registering and shall require new students and Freshmen to sign it as soon as it has been explained to them.

In case of violation of the Honor System she shall be responsible for the punishment of the misdemeanor.

She shall be responsible for the enforcement of the Point System.

Together with another representative, she shall, if possible, represent the Students' Association at the annual meeting of the Intercollegiate Association for Student Government.

Before the close of the school year, the incoming president shall call a meeting of the committee to appoint student advisers for the following year. This committee shall consist of the Dean, the incoming and outgoing presidents of the Students' Association, the incoming and outgoing presidents of the Y. W. C. A. and of the Self-Government Association of Dormitories and the four class presidents.

Sec. 2. The vice-president shall share the responsibility of the president and in the absence of the latter shall perform her duties.

She shall assign to each student adviser certain new students before the beginning of the first semester in order that they may communicate with them before the opening of college.

Sec. 3. The secretary shall keep full minutes of all business meetings of the Association and of the Council. She shall carry on all correspondence of the Association: she shall have charge of the card catalogue and shall notify the faculty, immediately, of any amendments to the constitution. She shall post minutes of all meetings of the council and shall, if possible, act as a representative of the Students' Association at the annual meeting of the Intercollegiate Association for Student Government.

Sec. 4. As treasurer of the Students' Association, the treasurer shall have charge of the finances of the Association. She shall report with Day books to the treasurer of Federated Organizations each month and Summary Reports, each semester.

As treasurer of Federated Organizations, she shall co-operate with the university treasurer according to the agreement made in 1917-18. She shall disburse funds to organizations and collect reports from the treasurers of these organizations. She shall act as chairman of a committee consisting of the presidents of the four classes to distribute money designated for class use. Together with an assistant, whom she shall appoint with the approval of the council, she shall have charge of the bookkeeping system.

Art. V. Special Students:

Sec. 1. Students pursuing special courses, who wish to join class organizations, shall join that one to which their standing as students naturally assigns them.

Art. VI. Point System:

Sec. 1. The number of points credited to each office shall be in accordance with

the scale voted upon and accepted by the Students' Association.

Sec. 2. No student shall be permitted to hold more than a certain number of points at any one time.

Art. VII. Amendments:

Sec. 1. These by-laws may be amended by a two-thirds vote of the electors present at any regular meeting, if notice of proposed amendment has been given at any previous meeting.

Amendments:

Art. X.

All readjustments in the apportionment of the budget shall be suggested by a committee of treasurers of the organizations, passed by the Student Council, and submitted to the Students' Association for ratification.

Art. VI. Annual Meetings:

Sec. 1. The annual meeting for the election of officers shall be held before the first of April of each year; the new officers are to take office on the fifteenth of April.

By-Laws

Art. III.

Sec. 1. To be omitted.

THE HONOR CODE

Convinced that the honor of the college is dependent upon the individual honor of each student and thinking that a simple code by which each student shall abide will help in the maintenance of honor the student body has adopted the following Honor Code.

A.—1. Requirements:

a. No student shall cheat in preparation of work, in class, in test, or in examination.

b. Cheating shall be defined as giving or obtaining information for deceptive use in the preparation of work, in class, in test, or in examination.

c. To maintain order and quiet no girl shall leave the room during tests or examinations without first reporting to the proctor.

d. At registration in the fall of each college year every upper-classman shall sign a pledge to support the Honor Code. The freshmen shall sign such a pledge as soon as the Honor Code has been explained to them.

2. Reporting:

If any student cheats in the preparation of work, in class, in tests or in examination she shall report herself to the President of the Students' Association. If any student knows of another's cheating in the preparation of work, or sees another cheat in class, in test, or in examination, she shall request the offender to report herself within three days, the offender to notify her when she has complied. If no

notice is received it shall be her duty to report the case.

B.—Violations:

Violations of the Honor Code shall be dealt with by the Honor Board which shall consist of the President of the Students' Association and two seniors chosen by the Student Council.

C.—Proctors:

The President of the Students' Association shall appoint proctors at the beginning of each half year whose duty it shall be to maintain absolute quiet in test and in examination.

PERSONAL PLEDGE

I promise to support the Honor Code and to make the spirit of it a guiding principle of my college life.

Signed.....

DORMITORY SELF-GOVERNMENT ASSOCIATION

As a part of the Students' Association, the residents of the dormitories are organized into a self-government association. The regulations of the association are in printed form and are presented to dormitory students upon their entrance.

STUDENT ORGANIZATIONS

Students' Association
Arlene Stafford, President
Y. W. C. A.....Florence Henry, President
Athletic Association
Beula Aitken, President
Dormitory Self-Government Association
Marjorie Yarian, President
Glee Club.....Dorothy Quick, President
The Curtain Players
Nadine Miles, President
"Sun Dial".....Annabel Allen, Editor
Annual.....Catherine Johnson, Editor
Present Day Club
Wilhelmina Daus, President
Debate Club.....Oleta Fowler, President
Musical Club....Alice Stevens, President
"Les Francophiles"
Margaret Garwood, President
"La Tertulia".....Amalia Polli, President
Parnassus Club...Stella Burke, President
Senior Class.....Mary Shaffer, President
Junior Class.Dorothea Johnson, President
Sophomore Class
Evelyn Newton, President
Freshman Class .....

THE BUDGET

The budget ($8.00) which you have paid is divided as follows:

Student Council	2/30	
Y. W. C. A.	2/30	
Athletic Association	2/30	
Glee Club	2/30	
Dramatic Club	1/30	
"Sun Dial"	3/30	
Sinking Fund	4/30	
Total	16/30	16/30
Classes		14/30
Senior	35%	
Junior	30%	
Sophomore	20%	
Freshman	15%	
Total	100%	30/30

This budget makes possible a financial basis for desirable student activities. During your college course the budget means to you personally:

No special assessment for any of the organizations mentioned above.

Admission to Stunt Night.

Your share of the Junior Prom.

All parties and Sing Outs.

A part of your subscription to the Annual.

A part of your subscription to the "Sun Dial."

Participation in all social life of the College.

STUDENT PUBLICATIONS

The Sun Dial—Literary magazine published monthly by Sun Dial Board.

The Reserve Weekly — Newspaper published weekly by Reserve Weekly Board.

The Nihon—Annual published jointly by Board composed of representatives of various departments of University.

BIG SISTERS

Each Freshman is assigned to a Senior or Junior who acts as her "Big Sister". The Big Sisters are chosen with the idea that they shall be of possible help in personal matters to the new students. Advice with regard to studies is given by the Faculty and Officers of the College. Each Freshman should feel free to seek assistance at any time from her Big Sister. Miss Frances Kindig, who is the Vice-President of the Students' Association, has charge of the Big Sisters.

EVENTS OF THE YEAR WHICH PARTICULARLY INTEREST FRESHMEN

A Get-Acquainted Party is given to the whole College by the Y. W. C. A. the first week of the school year.

A Big Sister-Little Sister party is given by the Big Sisters near the opening of the college year in order to become better acquainted with the Freshmen.

Freshman Party is a party planned by the Freshmen to which the Sophomores are eligible if they meet the conditions.

Freshman Initiation is a public initiation to college life of Freshmen by Sophomores.

Stunt Night is held usually before the Christmas holidays. The four classes compete in presenting an original stunt and song. Cups are awarded to the winners.

Martha Washington Party is a masquerade held under the direction of the Students' Association for the whole College. The minuet, danced by members of the Junior Class, is the special event of the evening.

The Yale-Harvard Basketball Game closes the basketball season. The teams are composed of members chosen from the best players in College.

Field Day is held in May on the college campus. The four classes compete in out-of-door sports and athletics.

Sub-Freshman Party is given by the Freshman Class to the high school seniors of Cleveland and nearby towns.

Campus Night is given in May by the Y. W. C. A. There are plays, stunts, fortune telling, dancing and everything that makes a success of such an evening.

Tree Day is especially a Sophomore Day. This class presents in Mather Quadrangle an original out-of-door play, after which they plant their tree. The Freshmen attend the play dressed in fancy costume.

ESTIMATE OF TOTAL EXPENDITURES

Matriculation fee (payable at first registration and will not be refunded)	$ 5.00
Tuition for the year (one-half payable during registration each half-year. No portion will be refunded after 10 days)	250.00
Annual Budget for Student Activities (will not be refunded)	8.00
Laboratory fees range from $2.00 to $12.00 — dependent upon courses chosen.	
Dormitory board and room (three-fifths payable at beginning of first semester; two-fifths payable at beginning of second semester)	450.00
Laundry of bed and table linen in dormitory	5.00
Books and supplies—cost varies according to the student and courses taken.	

RULES AND REGULATIONS

An attempt is made to have as few rules as possible but in a community such as a college some regulations are necessary for the benefit of the entire group. You, as a member of this community are, therefore, held responsible for the observance of the following regulations:

Absences

There are no "allowed cuts". A student is expected to be in class every day.

Excessive absence will reduce the term grade.

Although no absence is **excused** it is hoped that students will leave an **explanation** of the cause of absence on blanks in the Registrar's Office.

Students entering a class-room after the instructor has begun the lecture are tardy.

Three tardinesses count as one class absence.

Students more than ten minutes late are marked absent.

Students leaving a class-room before the end of the period are marked absent.

Any student expecting to be absent immediately before or after a holiday or vacation must apply in writing to the faculty for permission to be absent. A student who is absent without permission must pass special examinations, oral or written, on the work omitted, for each of which a fee of one dollar and a half shall be charged.

Chapel

By vote of the Faculty, Chapel exercises are held Tuesday (President Vinson speaks), Wednesday (in charge of Students' Association or Y. W. C. A.), Thursday (Organ Recital), and Friday (Musical Service) of each week.

All students are required to attend all four services.

Students will be excused on the days on which they have

No recitation until 12:30

or

Laboratory from 8:15 to 11:30

or

An 8:15 or 9:30 class at Adelbert College.

No student may have absences in excess of twelve for the semester.

The penalty for excessive absence is suspension from college for two weeks.

Special or Make-Up Tests

No make-up or special tests will be allowed except in case of prolonged absence or serious illness. Then the method of procedure in order to secure permission is as follows:

Tests must be taken on Tuesday afternoons at 1:30 unless special arrangements are made at the Registrar's Office.

Application must be made on blanks, which may be obtained from the Registrar, not later than the Saturday preceding the Tuesday on which the test is to be taken.

If the application is considered favorably, written permission will be granted to take the special test.

This card must then be taken to the Instructor for his signature of approval. The permission card is to be presented at the Registrar's Office when the test is taken.

A fee of 50 cents must be paid to the Registrar **before** the test is taken.

IT IS EXPECTED THAT A TEST WILL BE MADE UP ON THE FIRST TUESDAY AFTER THE REGULAR TEST IS GIVEN.

Change of Schedule

Changes of schedule will be considered from Wednesday morning to Saturday noon of the first week of the semester. If a change in your schedule seems necessary, written application should be made on blanks secured from the Registrar's Office. The application is to be filed in

the Registrar's Office as early as possible during the period for changes of schedule and must be filed not later than 24 hours before the close of the period. As soon as approved, the application will be put into your box, after which you must return it to the Registrar's Office and there make the necessary changes in your schedule. This must be done before the close of the regularly announced period for changes of schedule.

Courses Dropped or Entered

A course may be entered or dropped only by receiving written permission from the Dean, which must then be presented at the Registrar's Office.

If a course is dropped in any other way than the above, the student is marked X for the semester's work.

Incomplete Courses

In order to receive credit for a course marked "Incomplete" at the close of the first semester, the work of the course must be completed before the next September. In order to receive credit for a course marked "Incomplete" at the close of the second semester, the work of the course must be completed before the next February.

Office and Other Calls

Answer promptly.

If you are unable to find the Dean or the Faculty Member for whom you are looking, consult the Registrar for assistance.

Use of Buildings and Scheduling of Activities

Any college organization wishing to use any of the college buildings for business or social purposes must get written permission from the Registrar.

In order to avoid conflicts, the time and date of any meetings or social affairs must be recorded in the Registrar's Office.

Bulletin Boards

You are responsible for any notices or announcements. It is to your advantage to make yourself familiar with information announced.

The official bulletin boards are the three nearest Room 3 in Mather Hall. There are other bulletin boards near Room 4 in Mather Hall, out-of-doors back of the Chapel, in Clark Hall and in Haydn Hall.

The Honors Board and the Faculty Bulletin Board are in Mather Hall.

Mail Boxes

Each student has a mail box for college intercourse (not for personal U. S. mail). These boxes are in the corridor of the first floor of Mather Hall. The name labels on the mail boxes are the official property of the college. Therefore, do not mark them. If you think a change should be made, kindly notify the Registrar's Office. Look in your mail box every time you pass it. Be sure to look at least once every day.

Assignment of class rooms

The location of your classes can be determined either from the schedule posted on the official bulletin board or the schedule on the counter in the Registrar's Office. In this assignment of rooms, M stands for Mather Hall and C for Clark Hall.

Mail

Students are requested not to have their personal mail addressed to them at the College. Dormitory students should have their mail addressed directly to their respective dormitory.

Telephone Messages

Students are requested to tell their friends not to ask the college officers to deliver personal telephone messages unless they are unusually important.

CUSTOMS AND TRADITIONS

Quiet and a reverent attitude in Chapel together with a courteous attention to speakers are expected as matters of good breeding.

It is a matter of tradition that the Seniors occupy the right center pews of the Chapel (as one faces the pulpit), the Juniors the left center, the Sophomores the right outside pews together with those in the right wing, while the Freshmen occupy the left outside pews and those in the left wing.

At the close of the Chapel service each student should remain standing in her own pew until those in the preceding pew have passed along. This avoids crowding and expedites the exit from the Chapel.

The following are matters of honor and good citizenship:

1. Maintaining of quiet in the corridors of Mather and Clark Halls during classes.
2. Throwing of waste paper into the waste baskets provided, thus helping to keep tidy the hallways.
3. Keeping your right place in the cafeteria lunch line and not crowding in ahead of someone else who was there before you.
4. Giving precedence to Faculty and Upperclassmen at all times.
5. Not occupying the whole sidewalk to the exclusion of others who have as much right there as you have.
6. Not sitting on the tables and desks in the college buildings.
7. Remembering that good breeding at all times is the essence of culture.

GRADING SYSTEM

E—Excellent
G—Good
F—Fair
P—Passing
D—Deficient (re-examination allowed)
X—Failure (In order to receive credit, course must be repeated)
Inc.—Incomplete

A student who receives a grade of D will be given an opportunity to take a re-examination within six weeks after the beginning of the next half-year, on dates named by the Registrar. A student who fails to take the re-examination at the appointed time may take it during the next regular examination period. If not successful then, the course is to be repeated.

In general, the grade P in any course may be considered as the pass mark only when the average grade of the student for the term or year is above P.

In order to receive credit for a course marked "Incomplete" at the close of the first half-year, the work of the course must be completed before the next September. In order to receive credit for a course marked "Incomplete" at the close of the second half-year, the work of the course must be completed before the next February.

Excessive absence from a course will reduce the grade in that course.

POINT SYSTEM

No student will be recommended for a degree unless she has a total number of credit points equal to or greater than the total number of courses completed. In this point system

E=3 points
G=2 points
F=1 point
Below F=0 points

This regulation means that a student, in order to graduate, must have at least an F average.

HONORS

Class honors are awarded at the end of each academic year as follows:

First honors to all students who have received in the year five or more E grades above an average of G.

Second honors to all students who have received in the year three or four E grades above an average of G.

Special Honors

Students who at the end of the junior year have received fifteen E grades above an average of G and who have met the special requirements of the curriculum for three years are given the privilege, after conference with an adviser, of pursuing special work free from the usual requirements.

Two honor prizes of one hundred dollars each are awarded to the two members of the senior class who at the end of the first half of the senior year have attained the highest grades during their course.

Degrees with honor are awarded as follows:

Summa cum laude to students who, during their course, have attained twenty-three E grades above an average of G.

Magna cum laude to students who have attained fifteen E grades above an average of G.

Cum laude to students who have attained eleven E grades above an average of G.

Phi Beta Kappa

Election to Phi Beta Kappa, the national honorary society, is made at the end of each semester to those Seniors who have received during their course 15 E grades above an average of G.

In the case of students pursuing technical courses these rules are subject to certain modifications.

PLACES PROVIDED FOR STUDY

The Library — Second floor of Clark Hall. English Library on first floor of Clark Hall.

Haydn Hall Study Room — Room at right, first floor.

Haydn Hall Drawing Room — Second floor.

Any class room when not occupied by a class.

ELIGIBILITY

In order to be eligible to hold office or to play on athletic teams a student must have an average of F in her academic work during the semester preceding.

In order to be eligible to an invitation to a sorority a student must be rated as a Junior, her rating to be confirmed by the Registrar; she must have an F average for the year preceding her bid; she must be registered for the following semester; she must have been at the College for Women at least one semester directly preceding her bid.

MAJOR-MINOR

Not later than the spring of the Sophomore Year each student must choose a major and a minor field of work. A major consists of 8 courses or 24 semester hours, while a minor is 6 courses or 18 semester hours. More detailed information about majors and minors may be found in the catalogue. The head of the department acts as your major or minor adviser. The heads of departments are as follows:

Art ..... Prof. H. N. Fowler
Astronomy .....Prof. H. W. Mountcastle
Biblical Literature.....Prof. H. M. Haydn
Biology .....Prof. F. H. Herrick
Business Administration and Law
Prof. C. C. Arbuthnot
Chemistry ..... Prof. H. Gruener
Economics ..... Prof. C. C. Arbuthnot
Education .....Prof. G. C. Robinson
English .....Prof. W. H. Hulme
Geology ..... Prof. J. E. Hyde
German ..... Prof. R. W. Deering
Greek ..... Prof. H. N. Fowler
History ..... Prof. H. E. Bourne
Household Administration
Prof. Mary E. Parker
Latin ..... Prof. Emma M. Perkins
Mathematics ..... Prof. Anna H. Palmié
Music ..... Prof. C. E. Clemens
Philosophy ..... Prof. H. A. Aikins
Physics ..... Prof. H. W. Mountcastle
Physiology ..... Prof. Mary E. Collett
Political Science ..... Prof. E. L. Shoup
Religious Education
Prof. T. S. McWilliams
Romance Languages
Prof. J. L. Borgerhoff
Sociology ..... Prof. J. E. Cutler

ASSISTANCE FROM FACULTY AND OFFICERS

Members of the Faculty are always ready to assist you if you will but give them the opportunity. The Dean or the Registrar will welcome you at any time and will be glad to be of any service possible. Please feel free to seek advice and help.

FRESHMAN COUNSELORS AND ADVISERS

Shortly after college opens you will be assigned to some member of the Freshman Faculty who will be glad to give you any advice or help you with regard to social and personal matters.

Toward the end of the year you will be assigned to a member of the Freshman Faculty who will advise with you in the selection of studies for the sophomore year and whatever vocational plans you may have and upon which you wish suggestions.

ALUMNAE OFFICE

The Alumnae Secretary, Miss Anna-Louise Slusser, may be found in Room 17, Mather Hall. Miss Slusser is always glad to assist you in any way possible.

CONDUCT IN HAYDN HALL

The first and second floors of Haydn Hall are planned to be the home of the day students while they are on the campus and should be used with the courtesy and consideration due their own homes. The third floor is a dormitory and should not be accessible to the day students. Mrs. Mary C. Brewster, whose office is at the head of the stairs on the second floor, is in charge of Haydn Hall. She will welcome any chance to be of service, if you will give her the opportunity.

If you, as a day student, wish to call upon a friend living on the third floor, Mrs. Brewster will appreciate your notifying her or whoever may be in charge during her absence.

The second floor is for rest and study. Therefore, unnecessary noise is to be avoided. Lunches are not to be eaten in the rooms on the second floor.

Quiet, conducive to study, is to be maintained in the study room on the first floor (at right as you enter).

The piano and victrola in the lounge are not to be used except between 11:30 A. M. and 1:30 P. M. and after 4:30 P. M.

Day students are not expected to remain in Haydn Hall after 5:30 P. M. unless special arrangements have been made with Mrs. Brewster.

FRESHMAN OFFICERS

The Freshmen do not elect officers until after the beginning of the second semester. At the beginning of the year, the class elects a chairman for six weeks, at the end of which time a second chairman is elected who holds office until a third chairman is chosen at the close of twelve weeks.

THE BOOKERIE

The Bookerie is located in Room 11 Mather Hall and is under the management of the Y. W. C. A. Here there on sale some text-books, examination and test books, history maps, candy and small articles. Second-hand books are handled in the Bookerie.

BOOK STORES

Books and supplies may be purchased at the branch store of the Burrows Bros. Co., at the University Book Store, or at the Godfrey Holmes store, all of which are located on Euclid Avenue near East 105th Street.

EMPLOYMENT

Soon after the opening of each semester, each student is asked to fill out an employment card on which she states, among other things, whether or not she wishes employment outside of her regular college work. Outside employment is not considered at all desirable unless it is absolutely necessary but if a student finds it necessary to seek such work, the Registrar or her assistant will be glad to assist her in any way possible although no definite promise can be made that employment will be available.

PUBLIC TELEPHONES

There are pay telephones for use of students in the second floor hallway (not in Mrs. Brewster's office) of Haydn Hall, and also in the basement of Clark Hall.

THE CATALOGUE

Rules and regulations and all other information about the College are contained in the catalogue. It is advisable to read the catalogue carefully.

VACATIONS 1925-26

November 25 (evening)—November 29 (evening)—Thanksgiving Recess.

December 19 (noon)—January 3 (evening)—Winter Recess.

February 22—Washington's Birthday.

April 3 (noon)—April 11 (evening) — Spring Recess.

May 30—Memorial Day.

MUSEUM OF ART

Free admission to the Museum of Art may be obtained upon application at the Registrar's Office.

McBRIDE LECTURE FUND

The McBride Lecture Fund is the net income from a fund of fifty thousand dollars given by the McBride family in memory of Mr. and Mrs. J. H. McBride. The income is used to bring prominent people here to lecture on a wide range of subjects. The lectures are free to the public and are well worth hearing.

CONCERTS AND THEATRES

Cleveland is one of the greatest musical and theatre centers in the country. Frequently, admission to the symphony and other concerts is available to the College for Women students at reduced prices. The Play House, one of the foremost in the little theatre movement, sells students' tickets at a reduction. Watch the bulletin boards for announcements.

SOME SUGGESTIONS

Come to the College for Women determined to be a loyal, enthusiastic member of the college community. Get the College for Women spirit.

The College for Women has high scholastic standards. Too many learn this too late. One of the hardest things for the average Freshman to realize is that the college faculty do not constantly watch and prod the lazy and indifferent student to keep her going. It is entirely a matter of responsibility on the part of the individual student.

If you do not live in the dormitory, remember that it is not your home and should not be used as such. You should not feel free to come or go into the dormitories in any other way than you would into the homes of your friends.

RECITATION SCHEDULE

1st Semester

	M.	T.	W.	TH.	F.	S.
8:15						
9:30						
10:30						
11:30						
12:30						
1:30						
2:30						
3:30						

RECITATION SCHEDULE
2ND SEMESTER

	M.	T.	W.	TH.	F.	S.
8:15						
9:30						
10:30						
11:30						
12:30						
1:30						
2:30						
3:30						

EXAMINATION SCHEDULE—FIRST SEMESTER

9:00 A. M.

	Thurs.	Fri.	Sat.	Mon.	Tues.	Wed.	Thurs.	Fri.
Course								
Place								

1:30 P. M.

Course								
Place								

EXAMINATION SCHEDULE—SECOND SEMESTER

	Thurs.	Fri.	Sat.	Mon.	Tues.	Wed.	Thurs.	Fri.
9:00 A. M.								
Course								
Place								
1:30 P. M.								
Course								
Place								